

## **SWYDD DDISGRIFIAD**

<b>SWYDD:</b>	<b>DARLITHYDD MEWN GOFAL IECHYD – NYRS OEDOLION 0.5</b>
<b>STATWS:</b>	<b>RHAN AMSER (18.5 AWR YR WYTHNOS), PARHAOL</b>
<b>GRADDFA:</b>	<b>£14,375 - £22,221 Y FLWYDDYN GRADDFA DARLITHWYR MG1 - UG1</b>
<b>LLEOLIAD:</b>	<b>WEDI EI LEOLI YN LLANDRILLO-YN-RHOS GYDA'R POTENSIAL AR GYFER PETH CYFLWYNO AR DRAWS GOGLEDD CYMRU.</b>

## **PWRPAS Y SWYDD**

Addysgu i safon uchel, creu cyfleoedd dysgu effeithiol a galluogi'r holl ddysgwyr i gyflawni hyd eithaf eu gallu.

## **PRIF DDYLETSWYDDAU**

### **A: Asesu Anghenion Dysgwyr**

- A1. Darparu cyngor ac arweiniad priodol i ddarpar fyfyrwyr
- A2. Asesu profiadau dysgu a chyflawniadau blaenorol dysgwyr mewn perthynas â'r rhaglen ddysgu ddynodedig
- A3. Cynnal cyfweiliadau â darpar fyfyrwyr a gweinyddu unrhyw brofion dethol sydd eu hangen.
- A4. Cynnal asesiadau cychwynnol a nodi unrhyw anghenion dysgu neu gymorth arbennig.
- A5. Sicrhau bod dysgwyr yn cael eu cofrestru gyda'r coleg a chyrrff dyfarnu

### **B: Cynllunio a Pharatoi Rhaglenni Dysgu ac Addysgu**

- B1. Nodi canlyniadau dysgu a pharatoi Cynlluniau Gwaith a Chynlluniau Gwersi ar gyfer rhaglenni perthnasol yn unol â gofynion cyrrff dyfarnu a chanllawiau'r Grŵp
- B2. Sicrhau bod rhifedd a llythrennedd / sgiliau hanfodol yn cael eu hymgorffori yn y rhaglen ddysgu yn ôl y galw
- B3. Cynllunio ar gyfer anghenion ieithyddol y grŵp myfyrwyr er mwyn sicrhau bod

myfyrwyr yn gallu defnyddio'r iaith a ddewisant (Cymraeg neu Saesneg) lle bynnag y bo modd

B4. Dethol amrywiaeth o ddulliau dysgu i ddiwallu anghenion myfyrwyr

### **C: Rheoli'r Broses Ddysgu**

C1. Sefydlu a chynnal amgylchedd dysgu sy'n ddiogel ac effeithiol

C2. Datblygu a defnyddio amrywiaeth o dechnegau dysgu ac addysgu er mwyn annog dysgu annibynnol a hwyluso dysgu trwy brofiadau

C3. Cynhyrchu a defnyddio deunyddiau dysgu priodol gan ddefnyddio technoleg dysgu lle y bo modd

C4. Dynodi a mynd i'r afael â diffyg cymhelliant a herio ymddygiad amhriodol

C5. Gosod tasgau heriol a chytuno ar dargedau a nodau unigol gyda dysgwyr fel y bo'n briodol

C6. Strwythuro sesiynau'n briodol i gadw at yr amserlen a chynnal diddordeb

C7. Cynnal a hybu cyfathrebu effeithiol gyda, a rhwng, yr holl ddysgwyr, gan ddefnyddio technoleg briodol lle bo hynny'n berthnasol

C8. Cynnal perthynas waith effeithiol o fewn timau'r rhaglen

C9. Sefydlu cysylltiadau priodol a chysylltu â chyrrff allanol yn ôl y galw

C10. Trefnu ac arsylwi lleoliadau profiad gwaith i ddysgwyr gan ddilyn y trefniadau y cytunwyd arnynt, yn cynnwys ymweliadau a gweithgareddau preswyl lle bo hynny'n briodol

C11. Cydymffurfio â systemau gwybodaeth reoli'r coleg a sicrhau bod cydweithwyr yn cael yr holl wybodaeth angenrheidiol ar yr amser iawn ar y ffurf drefniadol a gytunwyd

C12. Cyfrannu at holl systemau perthnasol y coleg o ran sicrhau ansawdd a gweithdrefnau rheoli mewnol ac allanol;

C13. Cymryd rhan mewn prosesau hunanasesu gan gynnwys gwerthuso modiwlau a chyrtsiau

### **D: Darparu cefnogaeth i ddysgwyr**

D1. Cyfrannu at lunio gweithdrefnau cynefino a chyflwyno dysgwyr yn effeithiol i'r sefydliad

D2. Sicrhau bod dysgwyr yn gwybod am wasanaethau cefnogi a chynghori priodol a'u bod yn eu defnyddio

D3. Cynnal systemau tiwtora yn unol â chanllawiau'r coleg

D4. Darparu cyngor, arweiniad, sesiynau cynefino, gwasanaeth bugeiliol a chefnogaeth academaidd, a chyfeirio at lwybrau cefnogaeth addas fel y bo'n briodol

## **E: Asesu canlyniadau dysgu a chyflawniadau dysgwyr**

- E1. Cynllunio strategaethau asesu priodol ar gyfer rhaglenni dysgu yn unol â gofynion cyrff dyfarnu a rhoi gwybod i fyfyrwyr amdanynt
- E2. Defnyddio amrywiaeth o ddulliau asesu priodol i gynnal asesiadau teg a dibynadwy.
- E3. Sicrhau bod y dysgwyr yn cael adborth ysgrifenedig a llafar sy'n glir ac adeiladol o fewn cyfnod priodol.
- E4. Cadw cofnodion asesu a darparu gwybodaeth i randdeiliaid perthnasol, e.e. cydweithwyr, rhieni, cyflogwyr, cyrff dyfarnu.

## **F: Ystyried a chloriannu eich perfformiad eich hun a chynllunio at y dyfodol**

- F1. Cloriannu eich ymarfer eich hun mewn perthynas ag anghenion y dysgwyr a'r rhaglen
- F2. Defnyddio adborth o systemau sicrhau ansawdd i wella eich ymarfer eich hun
- F3. Sicrhau eich bod yn ymwybodol o ddatblygiadau cyfredol yn eich maes arbenigol
- F4. Cymryd rhan yn system Adolygu Perfformiad y coleg er mwyn cloriannu eich perfformiad ac adnabod anghenion datblygu
- F5. Cymryd rhan mewn datblygiad proffesiynol parhaus perthnasol

## **G: Dyletswyddau Penodol Eraill**

- G1. Ymgymryd â rôl Tiwtor Personol, Arweinydd Rhaglen, Dilysydd Mewnol ac os bydd y rheolwr rhaglen yn cytuno, gweithredu fel Prif Ddilysydd neu Gydlynnydd Cwricwlwm
- G2. Goruchwylio arholiadau neu asesiadau'n ôl y galw

## **H: Cyfrifoldebau Cyfredinol**

- H1. Cydymffurfio â pholisi'r Grŵp ar Ddiogelwch, Iechyd a'r Amgylchedd er mwyn cynnal amgylchedd gweithio a dysgu diogel
- H2. Cyflawni unrhyw ddyletswyddau priodol eraill sy'n ymwneud â'ch rôl a'ch swydd ar gais y rheolwr llinell, yr Uwch Gyfarwyddwr neu'r Prif Weithredwr.

**MANYLEB DEILIAD Y SWYDD:**

**Gofynion Hanfodol:**

1. Cymhwyster ymarfer clinigol llawn a chyfredol
2. Ymarferydd clinigol cyfredol gydag o leiaf 2 blynedd o brofiad ar ôl cymhwyso.
3. Parodrwydd i gynnal cofrestru clinigol o fewn rôl fel Darlithydd a defnyddio cofrestru i asesu a chadarnhau medrusrwydd myfyrwyr gofal iechyd mewn modd priodol.
4. Cymhwyster addysgu neu barodrwydd i ennill y cymhwyster o fewn dwy flynedd i'r penodiad, a phrofiad o addysgu mewn maes perthnasol.
5. Wedi cofrestru gyda Chyngor y Gweithlu Addysg (CGA) neu barodrwydd i wneud hynny cyn dechrau ar y gwaith.
6. Gallu i ddysgu amrediad o bynciau gofal iechyd cymdeithasol a/neu bynciau academaidd ar lefelau addysg bellach neu uwch i ddiwallu anghenion maes rhaglen amrywiol.
7. Medrus yn y gallu i ddefnyddio systemau a rhaglenni TG.
8. Dealltwriaeth o ddysgwyr amrywiol, ac ymrwymiad i gyfle cyfartal.
9. Sgiliau trefnu, sgiliau rhyngpersonol a sgiliau cyfathrebu cadarn.
10. Sgiliau gweithio mewn tîm profadwy.
11. Gallu a pharodrwydd i deithio'n annibynnol a darparu sesiynau ar gampysau coleg eraill a safleoedd cyflogwyr os oes angen.
12. Parodrwydd i fod yn hyblyg o ran patrwm gweithio i ddiwallu anghenion y sector.

**Gofynion Dymunol:**

1. Gradd uwch mewn maes iechyd perthnasol.
2. Y gallu i addysgu drwy gyfrwng y Gymraeg a'r Saesneg.
3. Profiad o addysgu yn llwyddiannus.



## **JOB DESCRIPTION**

- POST:** LECTURER IN HEALTH CARE – ADULT NURSE 0.5
- STATUS:** PERMANENT PART TIME (18.5 HOURS PER WEEK)
- GRADE:** £14,375 - £22,221 PER ANNUM  
LECTURER GRADE MG1 – UG1
- LOCATION:** BASED AT RHOS-ON-SEA WITH THE POTENTIAL FOR  
SOME DELIVERY ACROSS NORTH WALES

## **JOB PURPOSE**

To provide high quality teaching, to create effective opportunities for learning and to enable all learners to achieve to the best of their ability.

## **MAIN DUTIES**

### **A: Assessing Learners' Needs**

- A1. Provide prospective students with appropriate advice and guidance
- A2. Assess learners' previous learning experiences and achievements in relation to the identified learning programme
- A3. Conduct interviews with prospective students and administer any necessary selection tests
- A4. Undertake initial assessments and identify any special learning or support needs
- A5. Ensure learners are registered with the college and with awarding bodies

### **B: Planning and Preparing Teaching and Learning Programmes**

- B1. Identify learning outcomes and prepare Schemes of Work and Lesson Plans for relevant programmes in line with awarding body requirements and Grŵp guidelines
- B2. Ensure that literacy and numeracy / essential skills are integrated into the learning programme as required
- B3. Plan for the linguistic needs of the student group in order to allow students to

use their language of choice (Welsh or English) wherever possible

B4. Select a range of learning methods to meet student needs

### **C: Managing the Learning Process**

C1. Establish and maintain a safe and effective learning environment

C2. Develop and use a range of teaching and learning techniques to encourage individual learning and facilitate learning through experience

C3. Produce and use appropriate learning materials using information learning technology where possible

C4. Identify and address poor motivation and challenge inappropriate behaviour

C5. Set challenging tasks and agree individual goals and targets with learners as appropriate

C6. Structure sessions appropriately to provide pace and maintain interest

C7. Maintain and encourage effective communication with and between all learners, using appropriate technology where relevant

C8. Maintain effective working relationships within programme teams

C9. Establish appropriate links and liaise with external bodies as required

C10. Arrange and supervise work experience placements for learners following agreed procedures including visits and residential activity where appropriate

C11. Comply with college management information systems and ensure that colleagues are given all necessary information at the correct time in the agreed organisational format

C12. Contribute to all relevant college quality assurance systems; internal and external control procedures;

C13. Participate in self-assessment processes including the evaluation of modules and courses

### **D: Providing learners with support**

D1. Contribute to the design of induction procedures and induct learners effectively into the organisation

D2. Ensure that learners are aware of and have access to appropriate support and guidance services

D3. Maintain tutorial systems in line with college guidelines

D4. Provide advice, guidance, induction, pastoral and academic support and signpost to other suitable support avenues where appropriate

## **E: Assessing the outcomes of learning and learners' achievements**

- E1. Plan appropriate assessment strategies for learning programmes in line with awarding body requirements and communicate these to students
- E2. Use a range of appropriate assessment methods to conduct fair and reliable assessments
- E3. Ensure that learners are provided with clear and constructive written and oral feedback within an appropriate timescale
- E4. Maintain assessment records and provide information to relevant stakeholders e.g., colleagues, parents, employers, awarding bodies

## **F: Reflecting upon and evaluating one's own performance and planning future practice**

- F1. Evaluate your own practice in relation to learners' and programme needs
- F2. Use feedback from quality assurance systems to improve your own practice
- F3. Keep up to date with current development within your own specialist field
- F4. Participate in the college Performance Review system in order to evaluate own performance and identify development needs
- F5. Engage in relevant continuous professional development

## **G: Other Specific duties**

- G1. Undertake the role of Personal Tutor, Programme Leader, Internal Verifier and, if agreed with the programme manager, Lead Verifier or Curriculum Coordinator
- G2. Invigilate examinations or assessments as appropriate

## **H: General Responsibilities**

- H1. Comply with the Grŵp's Safety, Health & Environment Policy in order to maintain a safe working and learning environment
- H2. Undertake any other relevant duties appropriate to your role and position which may be required by the line manager, Executive Director or the Chief Executive

## **PERSON SPECIFICATION**

### **Essential Requirements:**

1. Full and current clinical practice qualification.
2. Current clinical practitioner with a minimum of 2 years post-qualification experience.
3. Willingness to maintain clinical registration within Lecturer role and utilise registration to appropriately assess and confirm competence of Healthcare students
4. Teaching qualification or willingness to gain within two years of appointment and experience of teaching in a related area.
5. Registered with the Education Workforce Council (EWC) or willingness to do so prior to taking up post.
6. Ability to teach a range of health care vocational and/or academic subjects at further or higher education levels to meet the needs of a diverse programme area.
7. Competent in use of IT systems and applications.
8. Empathy with diverse learners and commitment to equal opportunities.
9. Excellent organisation, interpersonal and communication skills.
10. Demonstrable team working skills.
11. Ability and willingness to travel independently and deliver in alternative college campuses and employer premises as required.
12. Flexibility in terms of working pattern to meet sector needs.

### **Desirable Requirements:**

1. A higher degree in a relevant health-related area.
2. Ability to teach through the medium of Welsh and English.
3. Proven successful teaching experience.